

MICHIGAN STATE UNIVERSITY

January 16, 2013

MEMORANDUM

TO: The Steering Committee
FROM: June Pierce Youatt, Acting Provost
RE: Proposal to Establish a "Student Name" Policy

I am forwarding the proposed Student Name policy to you for your consideration. The recommendation is to implement this new policy prior to or by December 2013. I support this policy and seek consultation before an implementation plan is developed to include major activities, milestones, timelines, and a communication strategy.

Catalog text is provided below, and background documentation is attached.

Text for the Academic Programs Catalog under "General Procedures and Regulations."



OFFICE OF THE PROVOST

Student Name

LEGAL NAME. Students are required to provide their legal name at the time of application and to process official name changes while enrolled, as appropriate. Name change requests must be submitted to the Office of the Registrar with appropriate documentation. Documentation generally consists of, but is not limited to, a current driver's license, official state ID card, Social Security card, certified copy of marriage license, court order, dissolution decree, current passport, or official proof of identity certified by U.S. embassy abroad or by the appropriate foreign embassy in the United States.

DIPLOMA NAME. Students indicate their diploma name on the Michigan State University Application for Graduation. The student name listed on a diploma or certificate must match the legal name as it is recorded on the student's official university record, with the following exceptions: option of first name or initial; option of middle name or initial; inclusion of former or maiden name(s); and inclusion of proper capitalization and accentuation of name.

PREFERRED NAME. The university recognizes that many of its students use names other than their legal names to identify themselves. Students may indicate their preferred first name on the Michigan State University Application for Admission or by accessing STUInfo (<http://stuinfo.msu.edu>).

Michigan State University
430 Administration Building
East Lansing, MI 48824-1046

517-355-6550
Fax: 517-355-9601
provost.msu.edu

Once established, preferred name will be used across university systems, where possible. The university reserves the right to remove a preferred name if it is used inappropriately, including but not limited to, avoiding a legal obligation or misrepresentation. The legal name will continue to be used for certain university records, documents, and business processes such as reporting, financial aid, official transcripts, and other records where use of legal name is required by law or university policy.

Students may update or remove their preferred name via STUInfo or in person at the Office of the Registrar, Hannah Administration Building, 426 Auditorium Road, Room 150, East Lansing, Michigan, 48824-2603.

MICHIGAN STATE
UNIVERSITY

January 11, 2013

To: June P. Youatt, Acting Provost
Fr: Linda O. Stanford, Associate Provost for Academic Services
Re: Student Preferred Name

The attached proposal to allow a student to use a preferred name in specified circumstances is a service that can be made available to students by Fall 2013.

The Office of the Registrar led the development to make this service available. The other units that contributed to this initiative are:

Office of Admissions
Controller's Office
Data Services
Office of Financial Aid
The Graduate School
ID Card Office
IT Services
Office of Planning and Budgets
Office of the Registrar:
Undergraduate Education.



**OFFICE OF THE
PROVOST**

Michigan State University
Hannah Administration Building
426 Auditorium Road, Room 430
East Lansing, Michigan 48824

Phone: 517-355-6550
Fax: 517-355-9601
provostmsu.edu

I request your approval to proceed with the implementation of this service to students.

Attachment

C: Rovig

MICHIGAN STATE UNIVERSITY

Memorandum

Date: January 11, 2013

To: Dr. Linda O. Stanford, Associate Provost for Academic Services

From: Nicole Rovig, University Registrar

Subject: Student Preferred Name Recommendation

Background

In November 2011, the Associated Students of MSU (ASMSU) passed a bill in support of a preferred name policy for students. A State News article is available at: http://statenews.com/index.php/article/2011/11/enact_new_preferred_name_policy_swiftly.

Preferred name is an emerging practice among Association of American Universities (AAU). A recent survey of the AAU registrars indicated that nine institutions have a policy or practice in place; six are in the midst of implementation; and an additional six are in the planning stages of implementing preferred name.

The Office of the Registrar (RO) has been working closely with representatives from the following areas to understand the system and operational implications associated with such an implementation: Office of Admissions, Controller's Office, Office of Financial Aid, ID Card Office, IT Services, Learning Systems Advisory Committee, and Office of Planning and Budgets. A high-level summary of the proposed approach is provided below.

Proposed Approach

Beginning fall 2013, current and former students will be able to establish, update, or remove their preferred name through StuInfo (<http://Stuinfo.msu.edu>) or in person at the Office of the Registrar.

Effective with the fall 2014 application, new students will have the opportunity to establish their preferred name at the time of application.



Office of the Registrar

Hannah Admin. Building
426 Auditorium Road
Room 180
East Lansing, MI 48824

517-355-8700
Fax: 517-353-1935
www.reg.msu.edu

MICHIGAN STATE UNIVERSITY

Dr. Stanford
Preferred Name Recommendation
Page 2 of 3

Once established, preferred name will be used across university systems, where possible.

- A student's legal name will continue to be used for certain university records, documents, and business processes such as reporting, financial aid, official transcripts, and other records where use of legal name is required by law or university policy.
- The following primary central systems will be among the first to be updated:
 - The Student Information System (SIS)
 - STUInfo
 - ID Card and Name Badge System
 - MSU People Search
 - Instructor class lists
 - Angel and Desire2Learn
- Given the decentralized structure of information technology systems and data at MSU, business and academic units will determine if and when their systems will be updated to include preferred name.



Office of the Registrar

Hannah Admin. Building
426 Auditorium Road
Room 180
East Lansing, MI 48824

517-355-8700
Fax: 517-353-1935
www.reg.msu.edu

Identification Cards. New students who indicate a preferred name at the time of admission will receive an ID card at Academic Orientation Program that includes their preferred name as well as their legal name. Students who already have an issued ID card with their legal name only, may obtain a new card that reflects both their preferred name and legal name. Such requests will be subject to the university's new/replacement ID card fee of \$20.

Proposed Student Name Policy

Michigan State University has no official university policy regarding student name. Information regarding current practices may be found under "[Frequently Asked Questions](#)" on the Office of the Registrar website. The FAQs will need to be updated to incorporate preferred name, should it be implemented.

To provide clarity to the student name change practice, the Office of the Registrar recommends adding a Student Name Policy to the Academic Programs Catalog under "[General Procedures and Regulations](#)." The proposed policy is provided below.

MICHIGAN STATE UNIVERSITY

Dr. Stanford
Preferred Name Recommendation
Page 3 of 3

Student Name

LEGAL NAME. Students are required to provide their legal name at the time of application and to process official name changes while enrolled, as appropriate. Name change requests must be submitted to the Office of the Registrar with appropriate documentation. Documentation generally consists of, but is not limited to, a current driver's license, official state ID card, Social Security card, certified copy of marriage license, court order, dissolution decree, current passport, or official proof of identity certified by U.S. embassy abroad or by the appropriate foreign embassy in the United States.

DIPLOMA NAME. Students indicate their diploma name on the Michigan State University Application for Graduation. The student name listed on a diploma or certificate must match the legal name as it is recorded on the student's official university record, with the following exceptions: option of first name or initial; option of middle name or initial; inclusion of former or maiden name(s); and inclusion of proper capitalization and accentuation of name.

PREFERRED NAME. The university recognizes that many of its students use names other than their legal names to identify themselves. Students may indicate their preferred first name on the Michigan State University Application for Admission or by accessing STUInfo (<http://stuinfo.msu.edu>).

Once established, preferred name will be used across university systems, where possible. The university reserves the right to remove a preferred name if it is used inappropriately, including but not limited to, avoiding a legal obligation or misrepresentation. The legal name will continue to be used for certain university records, documents, and business processes such as reporting, financial aid, official transcripts, and other records where use of legal name is required by law or university policy.

Students may update or remove their preferred name via STUInfo or in person at the Office of the Registrar, Hannah Administration Building, 426 Auditorium Road, Room 150, East Lansing, Michigan, 48824-2603.

Recommendation

Implement preferred name, to include updating the primary central systems, and establish a student name policy prior to or by December 2013. Upon approval from the Office of the Provost, a specific plan for implementing preferred name will be developed to include major activities, milestones, timelines, and a communication strategy.



Office of the Registrar

Hannah Admin. Building
426 Auditorium Road
Room 180
East Lansing, MI 48824

517-355-8700
Fax: 517-353-1935
www.reg.msu.edu